# Phoenix Program Process Definition – LABOR DISTRIBUTION

Process	Manual Correction/Distribution of Records	
Process Number	LD - 004 (REVISED 3-15-99 - REPLACES 3-12-99)	

### **Description of Process**

This process allows the user to access individual records through an on line panel for the purpose of:

- -- Making corrections to chartfield values.
- --Distributing earnings by hours or percentages.

### Input to Process

- 1. Appropriate search keys: Business Unit, Pay end date, and Employee ID or name.
- 2. Data entry of correct chartfield and distribution values.

### **Output of Process**

- 1. Display of desired record.
- 2. Distributed or corrected or salary expense data for update to General Ledger and A/P module.

### Service Level Agreement Required? (if yes, provide a brief description)

### PeopleSoft Panel Groups being Used

Function	Panel Group		
	Labor Distribution		

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## **Business Process Description**

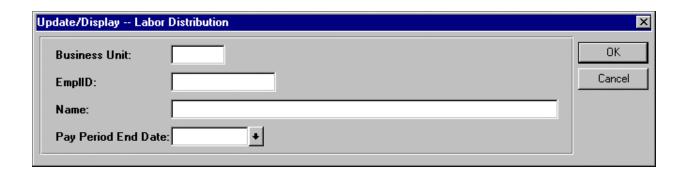
Process Description	Responsibility (Agency/Centralized)	
Step 1:		
Enter appropriate search keys. Record is displayed.	Agency	
Step 2:		
Select range for correction or distribution from a check box which defines two available options:	Agency	
Global processing.		
Restricted processing		
Step 3:		
Select processing action from three options:	Agency	
Correct Chartfields		
Distribute by percentage		
3. Distribute by hours		
Step 4:		
Perform correction/distribution through on line data entry.	Agency	
<u>Step 5:</u>		
Save panel.	Agency	

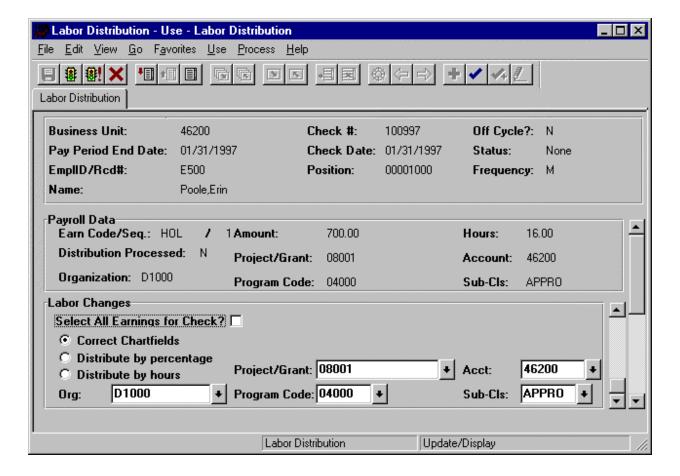
## Forms Used with Process (#)

**Attach sample form(s)		

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### Process Flow Diagram (if appropriate):





**Process Signoff** 

Tested By Date Tested